



# Environmental Justice Collaborative Problem- Solving Grant Program Fact Sheet

## *EJ Collaborative Problem-Solving (CPS) Grant Program*

In Fall 2003, the Office of Environmental Justice (OEJ) will review applications for the first Environmental Justice Collaborative Problem-Solving (CPS) Grant Program. The purpose of the Environmental Justice CPS Grant Program is for EPA to provide financial assistance to **community-based organizations** who wish to engage in constructive and collaborative problem-solving by utilizing tools developed by EPA and others to find viable solutions for their community's environmental and/or public health concerns. There will be 15 grants awarded by January 2004. All awards will be in the amount of \$100,000.00 to be used over a three-year period.

The Environmental Justice CPS Grant Program is managed by Linda K. Smith (Project Officer) and Marva E. King (Program Manager) of the Office of Environmental Justice. For more information, call the toll-free number 1-800-962-6215.

## *Background*

EPA's Office of Environmental Justice, in coordination with the Federal Interagency Working Group on Environmental Justice (IWG), has developed an Environmental Justice Collaborative Problem-Solving Model. A detailed description of each along with a sample can be found in the Request For Applications. These seven elements, which are the key factors to the success of this Model, must be included in your project application. They are:

- Issue Identification, Community Vision and Strategic Goal Setting;
- Community Capacity Building;
- Consensus Building and Dispute Resolution;

- Multi-Stakeholder Partnerships and Resource Mobilization;
- Supportive and Facilitative Role of Government;
- Management and Implementation; and
- Evaluation, Lessons Learned, and Replication of Best Practices.

***To Be Eligible For This Grant Program,*** you must be a non-government, nonprofit community-based organization currently exempt from taxation under 501 (c) (3) of the Internal Revenue Code or exempt under applicable state law and include proof of your status in your application. In addition, you must be working on or plan to carry out projects to address local environmental and/or public health issues. ***Universities are not eligible to apply for this grant program but they may be a member of the partnership.***

***How Will Your Application Be Evaluated?*** In the grant application, you must address each of the seven elements described in the Background section above. The following items must be included in your application:

1. **A Clear and concise description of the project.** The project workplan narrative is one of the most important components of your application and (assuming that all other required materials are submitted) will be used as the primary basis for selection. **Include whether or not your organization has received any grant/cooperative agreement from EPA in the last 3 years (35 points).**

**2. Adherence to the Environmental Justice Collaborative Problem-Solving Model. (25 points).**

**3. All standard forms as listed in the RFA. In addition to the forms, a detailed budget is required which shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, and other costs. Funds cannot be used for construction, lobbying, or litigation against the government. The budget must list proposed milestones with deadlines, and estimated costs and completion dates. (10 points)**

**4. Statement of Qualifications of Principal Investigator/Project Manager as an appendix which describes why he/she is qualified to undertake this project. (10 points)**

**5. A Memorandum of Agreement signed by each representative of the collaborative partnership which identifies the roles and responsibilities of each partner. Each partner is valued at 2 points with a maximum possible total of 10. (10 points)**

**PLEASE NOTE:** A letter of support from an individual or entity does not qualify as a reflection of an agreement to participate in a collaborative partnership. Refer to the Grant Program Evaluation Criteria in Part IV of the RFA.

**6. A set of evaluation criteria which reflect how you will determine the success of the project. These should include qualitative and quantitative measures. (10)**

## ***Selection Process***

An EPA panel will review, evaluate, and rank the application of potential grant recipients. After the review process is completed, OEJ will compare the best applications and make final selections.

## ***Reporting Requirements***

Grant activities must be completed and funds spent within the timeframe specified in the three-year award. All grantees must participate in monthly conference calls with their OEJ technical advisor and provide quarterly reports to OEJ on the grant project's process. The OEJ technical advisor for each grant will be named at award.

## ***Other Information***

To download a request for application and additional information about this Environmental Justice CPS Grant Program, please visit the EPA's website at:  
<http://www.epa.gov/compliance/recent/ej.html>

Examples of community-based organizations involved in successful environmental justice collaborative problem-solving partnerships can be found at this EPA website:

<http://www.epa.gov/compliance/environmentaljustice/intelagency/index.html>

For questions concerning examples of opportunities to develop collaborative projects, please contact your EPA Regional Environmental Justice Coordinator listed in Appendix F of the RFA.

For issues concerning administrative and process questions, please contact the Project Officer, Linda K. Smith. Since this is a competitive program, in order to ensure that all potential applicants receive the same information, answers will be posted on the Web site. Therefore, all questions about interpretation or completion of the requirements, must be sent via e-mail to [smith.linda@epa.gov](mailto:smith.linda@epa.gov) or by fax to 202-501-1162. The questions with answers will be posted on the web site.

## ***Application Submission Instructions***

Applications must be date stamped by courier service or postmarked by the U.S. Postal Service by 12 p.m. Eastern Time, **September 30, 2003**. Use the appropriate address below, depending on your method of delivery.

### **Via U.S. Postal Service**

U.S. Environmental Protection Agency  
Office of Environmental Justice (MC 2201A)  
1200 Pennsylvania Ave., NW  
Washington, DC 20460-0001  
Attention: Linda K. Smith  
Project Officer  
Phone: 202-564-2602

### **Via Federal Express, Airborne, United Parcel Service or other courier service**

U.S. Environmental Protection Agency  
Office of Environmental Justice  
Ariel Rios Building South, Room 2232  
1200 Pennsylvania Ave., NW  
Washington, DC 20004  
Attention: Linda K. Smith  
Project Officer  
Phone: 202-564-2602